



**IDAHO TRANSPORTATION DEPARTMENT (ITD)
REQUEST FOR QUOTATION (RFQ)**

REQUISITION #	DESCRIPTION
K-074710	SAFETY APPAREL ORANGE FLANNEL SHIRTS

October 14, 2010

Enclosed are specifications and instructions to provide a quote to supply ***Long Sleeve Orange Flannel Shirts*** all Idaho Transportation Department (ITD) offices.

ALL QUOTES are to be received by 5:00 pm MDT on **November 16, 2010**. Mail the quotation documents and sample shirt to my attention at: Idaho Transportation Department; 3311 West State Street, Boise, Idaho 83703.

Suppliers interested in providing a quotation can contact me via e-mail with their contact information to obtain the ITD emblem (shirt patch) for the sample shirt.

ALL QUESTIONS relating to this RFQ **must** be received in writing. Questions can be FAX to (208) 332-4109 or EMAILED to: every.mcadams@itd.idaho.gov - **NO** questions will be accepted after 5:00 PM on **October 29, 2010**.

Contact:

Evey McAdams
Grants Contract Program Specialist
Business and Support Management - Purchasing Unit
Office#: 208.334.8084.



IDAHO TRANSPORTATION DEPARTMENT (ITD)
REQUEST FOR QUOTATION (RFQ)

SAFETY APPAREL
LONG SLEEVE FLANNEL SHIRTS

October 14, 2010

Requisition # K-074710

The State of Idaho, Idaho Transportation Department (ITD) is seeking qualified business to provide Long Sleeve Flannel Shirts in an assortment of sizes. The total quantity [shown on the quotation schedule] of shirts **WILL NOT be ordered at one given time.** Each ITD District Supply Offices (six in all) and ITD Headquarters will place individual orders during the contract term.

SAMPLE [FLANNEL] SHIRT

All quotes received must include one (1) sample shirt for evaluation. Quotes received without the sample shirt, and any sample shirt received not meeting the minimum specifications will be found non-responsive.

QUOTATION SUBMISSION

Quotation documents and sample must be received before 5:00 PM on November 16, 2010.

✓ MAIL: Idaho Transportation Department
Business Support & Management – Purchasing Unit
Attention: Evey McAdams
P.O Box 7129,
Boise, Idaho 83707-1129

CONTRACT AWARD

Whichever is deemed to be in the best interest of the State of Idaho, Department of Transportation, contract or multiple contracts may be awarded based on: "All or None", "Groups of Line Items", and the "Quality" of the construction and workmanship of the sample received. ITD further reserves the right to reject all bids received and rebid.

The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract or Contracts or any portion thereof, or of the Contractor's right, title, or interest therein.

CONTRACT TERM

Contract shall commence on May 1, 2010. Initial Contract awarded, shall be for one (1) year with the option to renew for three (3) consecutive one (1) year periods, with mutual agreement between the Department and Supplier.

ORDERING, DELIVERY & SHIPPING INFORMATION

Each ordering ITD District location will provide a separate purchase order (PO) form, to the contract vendor for **each** order placed. The Contractor shall include the PO number and Contract number on **ALL** packaging and invoicing. The contract Supplier(s) shall ship to, and invoice to, the ITD location placing the shirt order.

Deliveries shall be shipped '**F.O.B. Destination**' and invoiced to the ordering agency. Delivery shall be thirty (30) days ARO.

The flannel shirt quantities shown on the quotation schedule are approximate and **will not** be ordered in one purchase. The ITD office locations included in the RFQ shall place orders, during the contract term, based on their individual needs.

Shirt sizes shall not be mixed [packaged together] for shipping. Individual sizes shall be kept separate and shipped in clear plastic.

PAYMENT TERMS

The Contractor will be paid in accordance with their quotation schedule.

Throughout the life of the contract, ITD reserves the right to perform random inspections of the Contractor's (Supplier(s)) performance, quality, and workmanship. Payments otherwise due may be withheld on account of substandard or defective work not remedied. Payment OR payments will be made upon correction of any substandard or defective work.

I. SHIRT SPECIFICATIONS

Bidder must provide an *Orange Long Sleeve Flannel Shirt* sample, constructed per the specifications herein, and it must be included with their quotation response. Shirts **shall not** have a constructed center seam down the back of **any size** shirt. Shirts with a center back seam **will not** be accepted.

Refer to shirt diagram (**EXHIBIT 1**) of specifications for further visual/clarification of shirt requirements.

MINIMUM ORDER: Quantity **NOT** to exceed 25 ea.

COLOR:

Safety Orange: Safety Orange Shirt color to match that of the Idaho Transportation Department – one (1) [emblem] patch enclosed.

FABRIC:

100% - (6 OZ) - **PRE-SHRUNK COTTON FLANNEL** – fabric **must** be machine washable

ITD EMBLEM:

The ITD Emblem [patch] will be provided by the ordering agency/district, and shall be centered and sewn on the of the shoulder portion of the left sleeve, one and one half inches (1 ½") below the shoulder seam.

SHIRT DESIGN:

All collars and cuffs shall be pressed flat.

Pockets – two (breast) pockets 6"x 6" in size, *with a pass through pencil slot*, on both **left** and **right** pockets

Pocket Flaps – **one each** - ½" black dot snaps on each front pocket

Cuff Closure – **two each** - ½" black snaps on adjustable cuff closure.

(Snaps to be secured to the shirt fabric as a **secured rivet and not sewn**)

Shirttail – from shoulder yoke shall be **long bodied and curved**.

Raw Edges – All shirts are to be made in a quality workmanlike manner to show no raw edges or defective stitching on any part of the garment.

Seam Finish: – **ALL** shirts, to ensure shirt durability, shall have a flat felled seam finish or surged edges of sewn material.

All stitching shall be consistent throughout the whole construction of the shirt with all thread tension to be evenly maintained to eliminate tight, puckered, or loose stitching. All seam allowances are to be maintained so that there are no unfinished seams, run offs, twists, pleats or open seams.

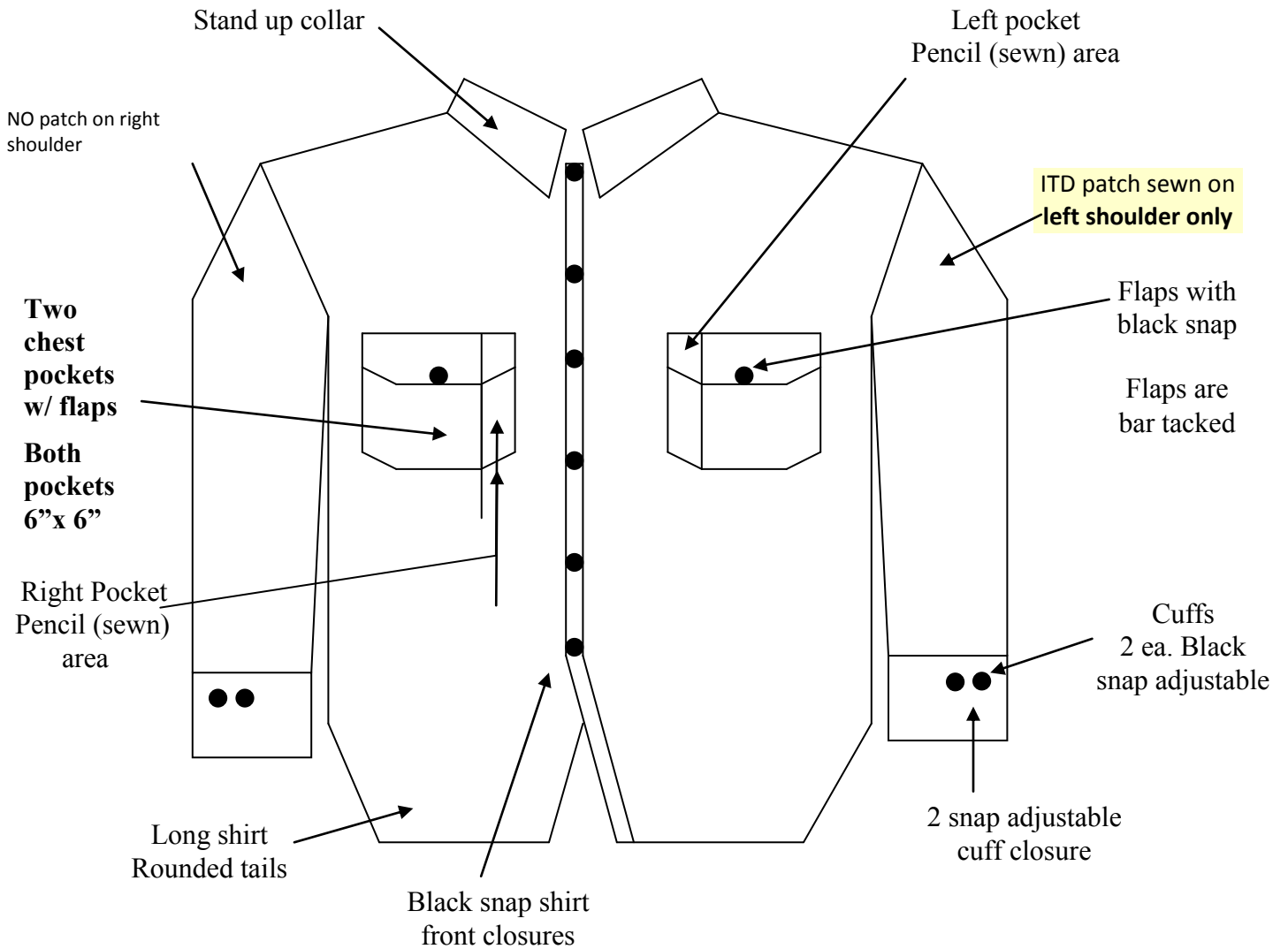
Inspection – It shall be the responsibility of the contractor to ensure that **ALL** shirts are inspected during manufacturing, at final trimming and at packaging for shipment.

GARMENT LABELING

The shirt label shall be in the **SIDE SEAM** [not at the neck] with the following items listed.

- Tag shall include the:
 - ⊕ Garment Manufacturer,
 - ⊕ Fabric Content,
 - ⊕ Shirt size
 - ⊕ Washing Instruction
-

EXHIBIT 1



IDAHO TRANSPORTATION DEPARTMENT
REQUEST FOR QUOTATION

QUOTATION SCHEDULE

Each biddable item shall be filled in completely by indicating total dollars and cents under 'Unit Price' and 'Extended Unit Price'. All pricing shall be **FOB DESTINATION**, freight paid. All figures shall be written in ink or typed. Penciled entries will not be accepted; quotation will be found irregular and rejected.

Quantities are approximate and provided for bidding purposes only

COMPANY NAME: _____

ITEM NO.:	UOM (EACH)	DESCRIPTION FLANNEL SHIRT			UNIT PRICE	EXTENDED PRICE
		SIZE	NECK MEASUREMENT (circumference)	SLEEVE LENGTH (center back to end of cuff)		
1	25	SM	14" – 14 ½"	32"	\$	\$
2	30	MED	15" – 15 ½"	33"	\$	\$
3	45	LG	16" – 16 ½"	34"	\$	\$
4	75	X-LG	17" – 17 ½"	35"	\$	\$
5	50	2XL	18" – 18 ½"	36"	\$	\$
6	50	3XL	19" – 19 ½"	37"	\$	\$
7	50	4XL	20" – 20 ½"	38"	\$	\$
8	50	5XL	21" – 21 ½"	39"	\$	\$

GRAND TOTAL \$ _____

AWARD WILL BE "ALL OR NONE"

Signature _____ Date _____

AS THE UNDERSIGNED, I CERTIFY I AM AUTHORIZED TO SIGN AND SUBMIT THIS RESPONSE FOR THE COMPANY REPRESENTING.

THIS PAGE MUST BE SIGNED, DATED, AND RETURNED WITH YOUR BID DOCUMENTS

The following is for availability information AND cost only – and will not be included in your overall bid price; sizes may or may not be ordered.

6XL- \$ _____	7XL - \$ _____	8XL - \$ _____	9XL- \$ _____
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II. TERMS AND CONDITIONS

1. CHANGES

The Department reserves the right to revise the "Work Locations and Schedule" and to make other changes within the general Scope of Work as may be deemed necessary to best serve the interests of the Department. Changes in compensation, which may result from such revisions, shall be documented by formal Change Order to the contract and approved by the Purchasing Agent resulting in the amendment to the contract terms.

2. CLAIMS FOR ADJUSTMENT AND DISPUTES

If the Contractor believes that additional compensation is due them for work or material not clearly covered in the contract, or not ordered as extra work, as defined herein, they shall prosecute their claim in the following manner.

Prior to doing the work on which they believe additional compensation is due them, the Contractor shall notify the Purchasing Agent, in writing of their intent to file a claim. If such notification is not given, then the Contractor shall, thereby, waive their right to any claim for such additional compensation.

At a minimum, the detailed letter shall include a narration of events, citing of entitlement and a showing of the amount of compensation and/or adjustment of time believed due. Full documentation for all elements in the letter shall be included. The claim will be considered and a determination made. The Purchasing Agent will notify the Contractor in writing of the decision.

The decision will be final and conclusive unless, within thirty (30) days from receipt of the Purchasing Agent's letter, the Contractor submits an appeal in writing to the Business and Support Management, Manager. All pertinent information, references, arguments, and data to support the claim shall be included. The Purchasing Agent will review the claim and the Contractor will be notified by mail. This decision will be final and conclusive.

In connection with any appeal proceeding under this subsection, the Contractor will be afforded an opportunity to be heard and offer evidence in support of their claim at any level of review. Pending final decision of a dispute hereunder the Contractor shall proceed diligently with performance of the contract.

3. FORCE MAJEURE

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, strikes, freight embargoes, or unusually severe weather, provided that in all cases the Contractor shall notify the State promptly in writing of any cause for delay and the State concurs that the delay was beyond the control and without the fault or negligence of the Contractor. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure delay. Matters of the Contractor's finances shall not be a Force Majeure.

4. COMPLIANCE

If a formal and written complaint is registered with the Contractor in respect to unsatisfactory work performance, the Contractor will have 72 hours in which to respond in person to the complaint, to

remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in Section Termination.

If the Purchasing Agent is not satisfied with the results and remediation of the complaint, periodic and joint inspections with the Contractor may be required to discuss and point out Contractors violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

5. TERMINATION

Should the Contractor neglect to prosecute the work properly, or fails to perform any provision of the contract, the Department, after seven (7) days from written notice to the Contractor, may without prejudice to any other remedy they may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor or, at its option, may terminate the contract and take possession of all materials, tools, fixtures and furnish the work by such means as the Department sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor's surety shall pay the difference to the Department.

III. BID GUIDELINES

1. IRREGULAR BID

Bids will be considered non-responsive and shall be rejected for the following reasons:

1. If the Bid Form(s) are on a form other than that furnished by the State or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, omission of addenda, or irregularities of any kind, which tend to make the bid incomplete, indefinite, or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the Bid Schedule does not contain a unit price for each pay item listed except in the case of alternate pay items.
5. If the *Bid Documents* are not received in a sealed envelope, when received by the Department.
6. If the bidder's signature is not signed in **BLUE** ink on the Signature Page.
7. If *all* Addendums are not signed, [**BLUE** ink] dated and returned with the Bid Documents.
8. If the contractors Federal Identification number is not inserted on the Signature Page.

2. DISQUALIFICATION OF BIDDERS

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their bid or bids:

1. More than one bid, for the same work from an individual, partnership, or corporation under the same name or a different name.
2. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the State until any such participant shall have been reinstated as a qualified bidder.
3. Bidder, or its principals or affiliates, is disbarred, suspended, or ineligible from federal contracting; see Idaho Code § 67-5730 (2) (f).

3. CONSIDERATION OF BID

After the bids are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices. The results of such comparisons will be available <http://itd.idaho.gov> 'Doing Business with ITD', *Bid and Contract Information*, 'ITD Goods and Services'. The right is reserved to reject any or all bids, to waive technicalities, to advertise for new bids, or to proceed to do the work otherwise, if, in the judgment of the Department, it is in the best interest of the State.

4. EXECUTION / AWARD OF THE CONTRACT

The award of contract, if it is awarded, will be made within **15 calendar days** after the Intent to Award Notice letter has been mailed to the lowest responsive bidder whose bid complies with all requirements prescribed. However, the award may be deferred beyond **15 calendar days** by mutual written agreement between the Department and the lowest responsive bidder.

The contract shall be signed by the lowest responsive responsible bidder and returned **within 15 calendar days** after the bidder has received the contract. If the contract is not executed by the State within **15 calendar days** following receipt from the bidder of the signed contracts, the bidder shall have the right to withdraw their bid without penalty. No contract shall be considered as effective until it has been fully executed by all of the parties thereto.

5. FAILURE TO EXECUTE CONTRACT

Failure to execute the contract within **15 calendar days**, after the contract has been received by the bidder, shall be just cause for the cancellation of the award of contract. Award may then be made to the next lowest responsible bidder or the work may be re-advertised or otherwise, as the Department may decide.



SIGNATURE PAGE

Request for Quotation

This sheet must be completed in its entirety; signed, dated and returned with your solicitation.

NO LIABILITY WILL BE ASSUMED BY IDAHO TRANSPORTATION DEPARTMENT FOR A BIDDER'S FAILURE TO OBTAIN THE TERMS AND CONDITIONS (<http://adm.idaho.gov/purchasing/purchasingrules.html>) AND ANY PROPERLY ISSUED SOLICITATION ADDENDUMS IN A TIMELY MANNER FOR USE IN THE VENDOR'S RESPONSE TO THIS SOLICITATION OR ANY OTHER FAILURE BY THE VENDOR TO CONSIDER THE TERMS, CONDITIONS, AND ANY ADDENDUMS IN THE VENDOR'S RESPONSE TO THE SOLICITATION.

This RFQ response is submitted in accordance with all documents and provisions of the specified Requisition Number and Project Title specified below. By my signature below I accept the STATE OF IDAHO STANDARD CONTRACT TERMS AND CONDITIONS and the SOLICITATION INSTRUCTIONS TO VENDORS in effect at the time this RFQ was issued, AS INCORPORATED BY REFERENCE INTO THIS SOLICITATION. As the undersigned I certify I am authorized to sign and submit this RFQ response for the bidder. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

Please complete the following information:

ITD REQUISITION NUMBER: K-074710 **PROJECT TITLED: Safety Apparel Orange Flannel Shirts**

BIDDER (Company Name) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TOLL-FREE # _____ PHONE # _____

FAX # _____ EMAIL _____

FEDERAL TAX ID / SSN # _____

This signature page is to be signed with a handwritten signature and returned with your quotation.

Signature

Date

Please type or print name

Title

F.O.B. DESTINATION DELIVERY LOCATIONS

(Delivery Times / Monday through Friday)

Division of Highways District 1

Attn: Jim West
600 W. Prairie Ave.
Coeur d'Alene, ID 83814-3538
Office: (208) 772-1200
Fax: (208) 772-1203
7:30 AM – 3:00 PM (Pacific Time)

Division of Highways District 2

Attn: Mike Frantz
2600 North/South Hwy
Lewiston, ID 83501-0837
Office: (208) 799-4259
Fax: (208) 799-4301
7:00 AM – 4:00 PM (Pacific Time)

Division of Highways District 3

Attn: Karen Zolber
8150 Chinden Blvd
Boise, ID 83714-1367
Office: (208) 334-8320
Fax: (208) 334-8917
7:00 AM – 4:00 PM (Mountain Time)

ITD Headquarters Supply

Attn: Leonard Townsend
3311 W. State Street
Boise, ID 83707
Office: (208) 334-8259
Fax: (208) 334-8824
8:00 AM – 4:30 PM (Mountain Time)

Division of Highways District 4

Attn: Shad Flores
63 West Highway 26
Shoshone, ID 83352-0820
Office: (208) 886-7890
Fax: (208) 886-7895
7:00 AM – 4:00 PM (Mountain Time)

Division of Highways District 5

Attn: Lora Longhurst
5151 South 5th
Pocatello, ID 83205-4700
Office: (208) 239-3346
Fax: (208) 239-3367
7:00 AM – 5:00 PM (Mountain Time)

Division of Highways District 6

Attn: Paul Walker
206 N. Yellowstone
Rigby, ID 83442-0097
Office: (208) 745-7781
Fax: (208) 745-8735
7:00 AM – 4:30 PM (Mountain Time)